



Addendum #2

REQUEST FOR PROPOSALS Weatherization Assistance Program (WAP) Interstate Renewable Energy Council (IREC) Accredited Training Program For Quality Control Inspector (QCI) Certification

QUESTIONS AND ANSWERS

The following questions were submitted by potential Proposers as outlined in Section I (D) and (E) of the RFP. The questions are listed in no particular order.

- A. Must the proposer be a registered entity and certified to conduct business in the State of Louisiana prior to submitting the proposal or prior to entering into contract? How would I go about confirming if we are a current vendor for LA?

Please refer to Section II (D) – Corporate Requirements, which states the proposers must be registered and certified by the Louisiana Secretary of State to conduct business in the State of Louisiana prior to entering into contract. Please visit the Secretary of State’s website to search the Corporation database: www.sos.la.gov

- B. Are we expected to proctor written and/or field exams as part of this effort?

No, the RFP does not include proctoring the written exam and/or field test. Please refer to Section I (A) – Purpose and Background, which states that the purpose this RFP is to solicit proposals from qualified entities to provide IREC accredited training for the HEP QCI Certification.

- C. Should the proposal be based on training 20 individuals from the Louisiana WAP Network during one single session, or in multiple sessions (i.e. – two 5-day trainings for 10 students each training)?

Please refer to Section III (C) Scope of Services, which states that the Contractor’s training sessions shall be no more than five (5) consecutive days. The actual scheduling for each training session shall be mutually agreed upon between the Corporation and the Contractor. The Contractor must complete all of the training sessions by Sunday, March 31, 2015.

- D. If our insurance policy does not include “Blanket Crime Insurance” are we required to obtain additional coverage prior to submitting our proposals?

It is not necessary to obtain additional coverage prior to submitting proposals; however, all required insurance must be obtained prior to entering into a contract. Please refer to Section VI (C) Insurance Requirements (page 18-19).

- E. The RFP states the Contractor must have administered the QCI online written exams and the field test with at least an overall average 80% passing rate for individuals tested. No all applicants agree or authorize their tests results to be released. Will test results we have access to be sufficient?

Yes, if the proposal includes the type and number of tests administered and the number of students with a passing rate.

- F. Can you tell me if the scope of this has to do with construction? Also, is there a budget for this project?

No, the Scope of Services does not include construction. Please refer to Section IV (C) - Evaluation and Qualification Criteria and Selection Process.